

MECAP

Montana Early Childhood Apprenticeship Program



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Montana Department of Public Health and Human Services (DPHHS) has partnered with Department of Labor and Industry (DOLI), in offering a registered Child Care Development Specialist Apprenticeship Program as a strategy for linking high quality, well-trained care givers with the possibility of increased compensation, job security and career enhancement opportunities.



What is the Child Care Development Specialist (CCDS) Apprenticeship Program?

The CCDS apprenticeship program is a formal, organized system of on-the-job training under the supervision of a qualified mentor at a designated early care facility; apprentice's "learn by doing" and "earn while they learn". The apprentice's learning is supplemented with early childhood college coursework available throughout Montana. Completion of the Montana Early Childhood Apprenticeship Program results in the apprentice receiving a national CCDS certificate that is recognized in all 50 states and allows a completed apprentice to be recognized at Level 4 on the Montana Early Care and Education Practitioner Registry.

REQUIRED On-the-Job TRAINING

The Montana DLI/ATP recognizes that it is difficult to track each required training and education category specifically; however, a person who completes the CCDS Apprenticeship Certificate will have completed approximately the following hours in each category:

- 50 hours Orientation (safety training)
- 500 hours Health and First Aid (Basic Red Cross, emergency policies)
- 50 hours Administration Procedures and Policies (liability, personnel, budget)
- 1000 hours Child Nutrition and Hygiene (nutritional requirements, reporting)
- 1000 hours Child Development Observation and Training
- 500 hours Child Supervision (discipline and guidance techniques)
- 450 hours Activity Supervision and Direction
- 450 hours Consultation Techniques (staff and parent consultation)

Total 4000 hours (approximately 2 years) of

On-the-Job TRAINING



INCENTIVES for PROFESSIONAL SUCCESS



Higher Education Merit Pay

- Registered apprentices have a higher priority when applying for the Higher Education Merit Pay Program. Upon successful completion of approved college course work, a participant in this program is eligible to receive a monetary stipend of \$750. The Higher Education Merit Pay program is available twice each year.

Recognition on Montana Early Care and Education Child Development Practitioner Registry

- Completed Child Care Development Specialist apprentices will achieve Level 4 on the Montana Early Care and Education Practitioner Registry, allowing for participation in additional Best Beginnings grant programs.

QUALIFICATIONS

For the Apprentice

- **Age:** Shall be at least 18 years of age
- **Education:** High school graduate or GED
- **Physical:** Shall be physically able to perform the essential functions of the occupation without endangering their health and safety, or that of fellow workers
- **Aptitude:** Shall possess the basic occupational aptitudes and language skills essential for acquiring the skills and proficiency of the occupation
- **Each CCDS Apprentice must document active participation in the Montana Early Care and Education Practitioner Registry at any level**

For the Employer

- **The facility must be one of the following:**
 - licensed / registered with the State of Montana DPHHS
 - a Head Start program
 - be under a Federal license
 - Tribal license
 - or a public school
- **Sponsor must assign a mentor to each apprentice who provides documentation of at least level 4 on the Montana Early Care and Education Practitioner Registry.**



REQUIRED COURSEWORK

Registered apprenticeship requires a minimum of 144 clock hours per year of education that is directly related to the occupation. All required courses have been selected to follow the Early Childhood Associate Degree programs offered through the following educational facilities. The program will vary by the number of semester credits in Early Childhood Education according to the higher education institute of choice.

University of Montana-Western

24 semester credits
Early Childhood Education

710 South Atlantic
Dillon, MT 59725
Phone: 866-UMW-MONT
Fax: 406-683-7809
www.umwestern.edu

Contact: Julie Bullard
406-683-7176
j_bullard@umwestern.edu

Outreach locations in: Billings, Bozeman, Butte, Great Falls, Hamilton, Havre, Helena and Missoula

Dawson Community College

27 semester credits
Early Childhood Education

300 College Drive
Glendive, MT
Phone: 800-821-8320
Fax: 406-377-8132
www.dawson.edu

Contact: Brenda Stockert
406-377-9467
brenda_s@dawson.edu

ITV locations in: Sidney, Plentywood, Glasgow, Miles City, Roundup, Lewistown and Glendive

Fort Belknap Community College

47 semester credits
Early Childhood Education

PO Box 159
Harlem, MT 59526
Phone: 406-353-2607
Fax: 406-353-2898
www.fbcc.edu

Contact: Mary John Taylor
406-353-2607 ext. 263
mtaylor@mail.sbcc.edu

Flathead Valley Community College

27 semester credits
Early Childhood Education

777 Grandview Drive
Kalispell, MT 59901
Phone: 406-756-3822
Fax: 406-756-3815
www.fvcc.edu

Contact: Marlyn James
406-756-3869
mjames@fvcc.edu

Blackfeet Community College

Box 819
Browning, MT 59417
Phone: 406-338-5411
Fax: 406-338-3272
www.bfcc.org

Contact: Delores Hall
406-338-5411 ext. 301

Chief Dull Knife College

PO Box 98
Lame Deer, MT 59043
Phone: 406-477-6215
Fax: 406-477-6219
www.cdkc.edu

Contact: Ed Catrell
406-477-6215 ext. 124

Fort Peck Community College

24 semester credits
Early Childhood Education

Box 398
Poplar, MT 59255
Phone: 406-768-6300
Fax: 406-768-5552
www.fpcc.edu

Contact: Roxanne Bighorn
406-768-6360
rbighorn@fpcc.edu

Little Big Horn College

1 Forest Lane
Crow Agency, MT 59022
Phone: 406-638-3104
Fax: 406-638-3169
www.lbhc.mt.us

Contact: Donna Howe
406-638-3145
Howed@lbhc.cc.mt.us

Salish Kootenai College

PO Box 70
Pablo, MT 59855
Phone 406-275-4800
Fax: 406-275-4801
www.skc.edu

Contact: Cindy O'Dell
406-275-4752
cindy_odell@skc.edu



BENEFITS of the PROGRAM

For the Apprentice

- **Nationally recognized Certificate of Completion of Apprenticeship**
- **Possibility of wage increases**
- **Increased marketability and job security**
- **Opportunity to earn college credit**
- **Challenging and meaningful work that benefits society**
- **Level 4 on the Montana Early Care & Education Practitioner Registry**

For the Employer

- **Guarantee of competent and well-trained worker(s)**
- **Employees trained to implement your program policies and procedures**
- **Reduced staff turnover; retention of qualified staff**
- **Positive labor relationships with staff**
- **Apprentices produce while they learn leading to cost effectiveness in employee training**



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Child Care Development Specialist Apprentices (CCDS) STATISTICS

- Since it's beginning in 2001, MECAP has completed over 150 Apprentices.
- CCDS Apprentices have a lower turnover rate (20%-27%) as compared to non-apprentices in the child care industry (40%-60%).
- CCDS Apprentices are required to complete early childhood course work from a Montana accredited higher education institute.
- CCDS Apprentices are guaranteed wage increases as they progress through the program.

Creating brighter futures!



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For More Information

Contact:

**Early Childhood Services Bureau
Early Childhood Apprenticeship & Training Specialist
PO Box 202925
Helena, MT 59620-2925
(406) 444-1400
1-866-239-0458**

or

**Apprenticeship and Training Program
Workforce Services Division
PO Box 1728
Helena, MT 59624-1728
(406) 444-3998**

